

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
INVENTORY STANDARDS & SUPPORT SERVICES DIVISION
ANNUAL REPORT OF STATE PROPERTY
MATERIALS & SUPPLIES AS OF 06-30-04

ATTN					
Agency					
Sub-Unit					
Address					
Address 2					
City		State		Zip Code	

Program Name	Description	Dollar Value	Physical Inventory	Inventory Records
Dietary Services	Food			
Dietary Services	Other			
DIETARY TOTAL				
All Other Materials & Supplies – REQUIRED BY ALL AGENCIES				
GRAND TOTAL				

Place a check mark in the space adjacent to the items valued indicating that values were established through physical inventory at the end of the fiscal year or through values supported by inventory records verified by physical inventory within ninety (90) days.

Date: _____ Agency Code: _____

Agency Name: _____

Certified By: _____ Title: _____

Telephone: _____

Due By: **AUGUST 15, 2004**
 Mail To: **DGS Inventory Standards & Support Services Div., 301 W. Preston St., Room 1009A, Baltimore, MD 21201**
 Duplicate: **Retain in Agency File for Audit Purposes** Telephone: (410) 767-0587 Fax: (410) 333-7836